



## 13U (Pee Wee) Division Director

First, thank you for volunteering to be a Division Director. You are the voice of Vernon Baseball and represent all of your coaches, players, and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of a Division Director. If you have questions that have not been answered here, please seek support from the Vice President.

### Role

The 13U Director's primary responsibility is to organize the 13U division and schedule. In addition, the 13U Director must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the 13U Director must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

**Pre-Season:** Upon registration, obtain a list of all players and coaches in 13U. Contact coaches and assistants to insure there is 1 head coach and 2 assistants for each team. This is the most difficult part of the job and requires support from parents to make a commitment. Coaches must meet the requirements of Vernon Baseball and will be evaluated by the Vice President. Finalize the number of teams in the division. Schedule the assessment day and plan the season. Contact the President to book the fields for games and practices. Establish contacts with Interior Associations.

**Assessment Day:** Utilize all coaches and assistants to set up age appropriate stations to test the skill level of the players. Evaluate each player on ability, performance and attitude. Establish teams based on the evaluation. Teams should be well balanced keeping the division competitive for all.

**Coaches:** All coaches and assistants must have a valid Criminal Record Check. Support and training for coaches will be provided by the Vice President. Your role is to communicate effectively with the coaches to maintain a standardization of division policies and rules. Bring all unresolved issues to the Executive.

**Interlock:** Establish contacts with Interior Associations involved with the Interlock Spring League. Coaches selected for the AA team will work with the Director. The AA team is a select group of players that play against competitive teams in the valley. A successful start to their season requires a lot of planning. Final player selection and movement from house league play requires the approval of the President, Vice President and Director.

**Scheduling:** Draft a division schedule and distribute to coaches, parents, Umpire Co-ordinator and the Communication Director. The website must be updated with all changes to the schedule.

**Equipment:** Familiarize yourself with your fields and equipment. The Equipment Manager will provide you with the keys to access the parks and lock ups / lock boxes. All equipment bags and first aid kits will be the responsibility of the coaches. All requests for replacement gear or training aids should come to the Division Director.

**Uniforms:** Establish a date to receive and distribute uniforms. The Uniform Director will provide shirts and hats and deal with any issues.

**Fields:** Creekside Park fields are maintained by GVRD. Everyone involved in baseball is responsible for keeping the fields safe and clean. Any unresolved issues should be communicated to the President. Raking, base layout, garbage, storage areas and safety issues are the responsibility of the coach.

**Summary:** The Division Director has the full support of the Executive. The season's success is not solely based on statistics. The parent and players base their opinion on an event filled, fun, well organized season. Year-end wrap ups, tournaments, summer ball, and skills sessions are just the start. Be creative, Vernon Baseball is always looking for ways to improve.